



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATCS-X

18 MAR 2010

MEMORANDUM FOR

Deputy Chiefs of General and Special Staff Offices, HQ TRADOC
Director, Army Capabilities Integration Center

SUBJECT: HQ TRADOC FY11 Holiday Observances and Organization Day

1. Reference AR 600-8-10, Leaves and Passes, 15 Feb 06.
2. HQ TRADOC FY11 holiday schedule follows:

a. Public holiday observances:

11 October 2010	Columbus Day
11 November 2010	Veterans Day
25 November 2010	Thanksgiving Day
24 December 2010	Christmas Day (observed)
31 December 2010	New Year's Day (observed)
17 January 2011	Martin Luther King, Jr. Day
21 February 2011	Presidents' Day
30 May 2011	Memorial Day
4 July 2011	Independence Day
5 September 2011	Labor Day


b. Training holiday observances:

8 October 2010	(Friday before Columbus Day)
12 November 2010	(Friday after Veterans Day)
26 November 2010	(Friday after Thanksgiving Day)
27 December 2010	(Monday after Christmas Day)
3 January 2011	(Monday after New Year's Day)
14 January 2011	(Friday before Martin Luther King, Jr. Day)
18 February 2011	(Friday before Presidents' Day)
27 May 2011	(Friday before Memorial Day)
1 July 2011	(Friday before Independence Day)
2 September 2011	(Friday before Labor Day)

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3. Dependent upon mission and operational requirements, treat the days in subparagraph 2b above as training holidays for military personnel. Civilian personnel may, at their request, use annual leave, compensatory time off, or leave without pay. Maximum use of leave is encouraged.
4. The HQ TRADOC holiday season is 20 December 2010 - 3 January 2011. Staff offices will remain operational (half or full day schedule based on supervisor's mission requirements) through the holiday period, except for the Christmas and New Year's days off and designated training holidays (27 December and 3 January). However, manning may be reduced depending on mission requirements. Each DCS/Staff Principal is responsible for managing staffing of their organization. Follow Army regulations and civilian labor practices in planning/executing holiday work schedules.
5. To ensure safe and enjoyable holiday periods, supervisors will conduct preholiday safety briefings.
6. HQ TRADOC Organization Day is Friday, 24 June 2011. Organization Day is considered a duty day and personnel not participating must be at their normal place of duty or in approved leave status.
7. This policy applies to HQ TRADOC only. Subordinate commanders will establish their respective training holidays based on mission requirements and analysis.
8. Point of contact is Mrs. Elmore, Office of the SGS, DSN 680-2684, (757) 788-2684, joyce.elmore@us.army.mil.


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Centers of Excellence
Headquarters, Fort Monroe
Joint Task Force Civil Support
(CONT)

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CF: (CONT)

DCG, Initial Military Training

Commandants, TRADOC Schools

Director

U.S. Army Aeronautical Services Agency

U.S. Army TRADOC Analysis Center

Installation Management Command, Northeast Region

Mission and Installation Contract Command, Contract

Support Element, Fort Monroe

Network Enterprise Technology Command Northeast

SAIC, Fort Monroe MI Detachment

Managing Auditor, TRADOC Field Office, U.S. Army Audit Agency